

City of Houston

Affirmative Action and Contract Compliance

MWBE Utilization Report Instructions

Note: Please be sure to complete all Information requested at the top of the form, Including the Liaison/Phone No., the Contract/BPO Number, and the Amount Paid by City to Date.

MWBE SUBVENDOR NAME

Name of company, as listed in City MWBE Directory

DATE OF AA CERTIFICATION

This information can be obtained from the MWBE

DATE OF SUBCONTRACT

Date Letter of **Intent** or **contract** with MWBE was signed

SUBCONTRACT AMOUNT

Amount of subcontract, as listed in the Letter of Intent and the Schedule of MWBE Utilization

% OF TOTAL CONTRACT

Percentage subcontract amount is of total contract

AMOUNT PAID This PERIOD

Amount paid to MWBE during the reporting period

AMOUNT PAID TO DATE

Amount paid to each MWBE since the beginning of the contract

% OF CONTRACT TO DATE

Percentage that the Amount Paid to Date is of the Amount Paid by City to Date (last item at top of form)

Note: If you reproduce this form on your own equipment, you must continue to list the originally scheduled MWBEs, as well as any additional firms you acquire throughout the course of the contract

If you have any questions, call Gordon Goss at 713.837.9009 and fax form to 713.837.9070.